

SERMC Environmental SOP 38

From: SERMC Environmental (C106)

Subj: HAZARDOUS MATERIAL (HM)/HAZARDOUS WASTE (HW) SPILL  
RESPONSE

Ref: (a) SOPA (ADMIN) MYPTINST 5090.4 (Series), NS Mayport  
Fuel/Oil and Hazardous Substance Release/Spill  
Response

(b) SOPA (ADMIN) MAYPORTINST 5090.1 (series), Management and  
Disposal of Regulated Waste

Encl: (1) SERMC Facility Spill Kit Inventory

1. Purpose. Delineate policies, assign responsibilities and provide guidance to SERMC personnel who respond to spills of HM/HW at the SERMC facility, aboard Navy vessels located at Naval Station (NS) Mayport during Navy ship repair availabilities, and at NS Mayport in accordance with reference (a) and (b).

2. Cancellation. Reserved for future reference.

3. Applicability. This SOP applies to all SERMC personnel.

4. Responsibilities

a. Supervisors will:

(1) Ensure personnel have received SERMC Annual Environmental Awareness training provided via Enterprise Safety Applications Management Systems (ESAMS) course number 4978, which provides awareness training in responding to and reporting of spills.

(2) Identify and periodically inspect potential HM/HW spill areas under their cognizance.

(3) Ensure personnel are trained in the hazards, precautions and other information contained in the Safety Data Sheet (SDS) for HM used in their respective shop/codes and how to obtain a copy of the SDS for the HM.

(4) Ensure approved Personal Protective Equipment (PPE) is available and is used by personnel for HM/HW operations or incidents.

(5) Ensure personnel are trained in the use and maintenance of PPE used for HM/HW operations or incidents as applicable.

b. SERMC Environmental Safety and Health (ESH) Department will:

(1) Investigate and record mishaps, incidents, illnesses and injuries occurring from exposure to HM/HW.

(2) Maintain SDSs for the "on hand" HM inventory in binders outside the Command Hazardous Material Issue Point (HMIP).

(3) Ensure shop/code supervisors are trained in proper spill response and disposal procedures for HM/HW and the proper use of SDS.

(4) Investigate/respond to spills of HM/HW by SERMC personnel within the SERMC facility and by Ship Repair contractors on NS Mayport wharves or onboard Navy vessels at NS Mayport and contractor facilities.

(5) Report HM/HW incidents, which are a risk to the environment, to NS Mayport Fire and Emergency Services, Port Operations, NS Mayport Environmental, regulatory agencies and/or higher echelon commands as applicable.

(6) Complete and submit written spill message as required by reference (a) within 24 hours of the spill.

(7) Provide assistance (PPE, containers, labels and absorbent materials) in responding to spills of HM/HW inside the SERMC building.

(8) Manage spill waste resulting from the cleanup of HM/HW spills inside the SERMC building and turn into the NS Mayport Part "B" facility.

(9) Maintain spill kit inventory, inspect spill kits and update enclosure (1) every quarter in accordance with reference (b).

c. ALL SERMC personnel will:

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(1) Notify their supervisor when they suspect any improper use or handling of HM with the potential to result in spills/releases of HM/HW.

(2) Report any spills of HM/HW to their Supervisor, SERMC Command Duty Officer (CDO), and SERMC ESH Department.

## 5. Definitions

a. Discharge. The accidental or intentional spilling, leaking, pumping, pouring, emitting, emptying, or dumping of HM/HW into or on any land or water.

b. Hazardous Material (HM). Any material that, because of its quantity, concentration, physical, or chemical characteristics, may pose a substantial hazard to human health or the environment when purposefully released or accidentally spilled. For this SOP, the definition of HM excludes ammunition, weapons, explosives, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical supplies, medical waste, infectious materials, sewage, garbage, bulk fuels, pesticides and compressed gases (oxygen, acetylene, etc).

c. Hazardous Waste (HW). A used or discarded material that can damage the environment and be harmful to health. HW includes heavy metals and toxic chemicals used in industrial products and processes. HW is divided into listed wastes, characteristic wastes and universal wastes.

## 6. Procedures

a. Anyone discovering a spill within the facility shall:

(1) Locate the nearest spill kit and/or spill response equipment and take action to prevent the further spread of the spill if it can be done safely, e.g. stop the source of the spill (i.e. close valves in piping systems, turning off pumps, pick up an overturned container, or place absorbent material around perimeter of spill).

(2) Contact SERMC ESH Department for instruction on clean up and containerizing spill clean-up debris.

(3) If the spill is an unknown substance inform personnel they should leave the area until the SERMC ESH Department determines the danger.

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(4) Reporting spills in the SERMC Facility:

(1) All HM/HW spills, leaks, or discharges will be immediately reported as follows:

(a) During normal operating hours, contact the SERMC CDO and the SERMC ESH Department with the following information:

- Location of the spill (shop, room)
- Nature of spill (chemical, liquid, gaseous, sewage)
- Identity of chemical (name, National Stock Number)
- Quantity
- Time of spill
- Source or cause of spill
- Perceived hazard (flammable, toxic, fumes)
- Actions taken thus far, if any
- Any personnel injury or damage
- Status of personnel in area; are all personnel accounted for (evacuated from scene).

(b) The SERMC CDO or SERMC ESH Department will make a determination on the severity of the spill and if applicable notify the:

- Commanding Officer, SERMC
- NS Mayport Environmental Department (270-6816 or 509-1532)
- NS Mayport Fire and Emergency Services (911)
- NS Mayport Safety (270-5218)

(c) After normal working hours contact the SERMC CDO or SERMC Production Duty Officer (PDO) and report the following information:

- Location of the spill (shop, room)
- Nature of spill (chemical, liquid, gaseous, sewage)
- Identity of chemical (name, National Stock Number)
- Quantity
- Time of spill
- Source or cause of spill
- Perceived hazard (flammable, toxic, fumes)
- Actions taken thus far, if any of any personnel injury or damage
- Status of personnel in area; are all personnel accounted for (evacuated from scene)

c. Spills in the water within NS Mayport Basin:

(1) All HM/HW spills, leaks, or discharges in the water will be immediately reported as follows:

(a) Notify the quarterdeck of the nearest vessel to the spill in the basin.

(b) Notify Port OPS at 270-5266, 5267, 5179, or 7400.

d. Spills on Wharfs:

(1) All HM/HW spills, leaks, or discharges onto the wharf will be immediately reported as follows:

(a) Notify the quarterdeck of the nearest vessel to the spill on the wharf.

(b) Notify NS Mayport Emergency Services at 911.

(c) Notify NS Mayport Environmental at 270-6816 or 509-1532. NS Mayport Environmental staff will review the spill and determine if it meets Reportable Quantity (RQ) reporting requirements.

/s/

Robert H. Norman II, C106

SPILL KIT INVENTORY LISTING

SPILL KIT #	SPILL KIT DESCRIPTION	SPILL KIT LOCATION	TAMPER TAG INTACT	INVENTORY REQUIRED (INITIAL)	INVENTORY DATE
1	SMALL METAL SPILL CONTROL STATION	INSIDE MACHINE NEAR ELECTROPLATING AREA	Y / N		
2	WHITE REC POLY BOX	INSIDE MACHINE SHOP	Y / N		
3	YELLOW 30 GALLON POLY DRUM	GAS TURBINE SHOP	Y / N		
4	YELLOW 30 GALLON POLY DRUM	DIESEL SHOP	Y / N		
5	YELLOW 30 GALLON POLY DRUM	RIB BOAT	Y / N		
6	YELLOW 30 GALLON POLY DRUM	GOLF CART	Y / N		
7	YELLOW 30 GALLON POLY DRUM	MAIN OUTSIDE <60 DAY HW STORAGE AREA	Y / N		
8	YELLOW 30 GALLON POLY DRUM	HMIP	Y / N		
9	YELLOW 55 GALLON POLY DRUM	HW STORAGE AREA	Y / N		
10	YELLOW 30 GALLON POLY DRUM	HW STORAGE AREA	Y / N		
11	WHITE RECTANGULAR POLY BOX	HW STORAGE AREA	Y / N		
NA	CORROSIVE SPILL CLEAN-UP	HMIP MEZZ	NA		
NA	OIL ABSORBENT PIGMATS	MAIN OUTSIDE <60 DAY HW STORAGE AREA	NA	_____ BALES	
NA	OIL ABSORBENT PIGMATS	HMIP	NA	_____ BALES	

Encl (1)